MANDATORY SITE VISIT AND PRE-BID MEETING MINUTES FOR PROVISION OF INTERNET BASED SERVICES-ADB-RFP-RDGE-2018-0058

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<th>10.05.2018</th>
<th>10.00AM</th>
<th>TANGANYIKA MEETING ROOM, RDGE</th>
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<td>Meeting Called by</td>
<td>AFRICAN DEVELOPMENT BANK</td>
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**Agenda: Site Survey & Pre-Bid meeting**

- The Pre-Bid meeting was held at the Bank premises after the site survey was carried out. All bidders present were welcomed for the meeting and introduced to the Bank and what it does.
- The bidders were also taken through a presentation on the bidding document and the expectations of the Bank.

The areas covered in the presentation included:

- Components of the Request for Proposal (RFP);
  - (i) Instructions to Bidders
  - (ii) RFP data sheet
  - (iii) Terms of Reference
  - (iv) Evaluation criteria
  - (v) Questionnaires
  - (vi) Eligibility requirements
  - (vii) List of member countries
  - (viii) Draft contract
  - (ix) Performance evaluation
  - (x) RFP checklist

- The Bank emphasized to bidders on the importance of adhering to bid deadline date and time.
The questions asked by bidders and responses given were:

1. Are company representatives allowed to attend the opening of the proposals?
   It is not one of the Bank practices to have bidders attend the opening session upon lapse of the deadline. Proposals received will however be published on the Bank website.

2. You have mentioned that you need supporting documents/evidences to proof that a company is providing similar services to institutions similar to the Bank. What evidences/documents exactly do you require?
   Appendix J of the RFP document provides a list for the bidder to be able to state their clients and the nature of the services they provide. Purchase orders or letters of reference can therefore be attached to support the information in this list. The Bank will however carry out a post-qualification check to ascertain the correctness of the information provided by the bidder.

3. Does the Bank have its own Public Addresses?
   NO. The Bank will require the Vendor to provide it with a minimum of 8 Public IP Addresses.

4. Should we consider proposing a solution that has room to take in more users in the future?
   YES. The Vendor proposed solution should be scalable in terms of numbers. It should provide for growth in user numbers.

5. Is there an instance where the Bank will require more band width than the one requested in the RFP? This is for instance when there is a large conference meeting taking place within the Bank?
   YES. The Vendor should indicate the cost per bandwidth (fixed for the duration of the contract) for such on demand requests not catered for in the Contract Price.

6. Is the wireless requirement a must?
   YES. An active Wireless link 100/100Mpbs for redundancy is MANDATORY.

-Bidders were also encouraged to provide CVs that clearly shows the capacity of the key personnel they have and will be deployed to handle the project

- The bidders were also informed of the monitoring tool that will be required to be established at the vendor’s premise to monitor the internet status (usage, uptime & downtime) of the Bank. The Bank emphasized that they will require a pro-active vendor who will be alerting the Bank in case of any upcoming downtime.

There being no other questions, the meeting was adjourned at 11.50 pm EAT.